

The Abbeyfield (Tewkesbury) Society Limited
Trustees' report and unaudited financial statements
for the year ended 30 September 2007
Charity number: 275458
Company number: 920406

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The Abbeyfield (Tewkesbury) Society Limited

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The Abbeyfield (Tewkesbury) Society Limited

Legal and administrative information

| | |
|------------------------------------|--|
| Charity number | 275458 |
| Company registration number | 920406 |
| Registered office | 1 Mary Grove Highnam Gloucester GL2 8NH |
| Trustees | Mr J Gilder Mr R H Workman Mrs L M Mayo Mrs L S Chatham Dr A Crowther |
| Secretary | Mr T Aldridge |
| Accountants | Waugh Haines Rigby Chartered Accountants The Old Duke of York 8 Barton Street Tewkesbury Glos GL20 5PP |
| Bankers | Barclays Bank plc 134 High Street Tewkesbury Glos GL20 5JS |
| Solicitors | Moore Brown and Dixon 69 High Street Tewkesbury Glos GL20 5LE |

The Abbeyfield (Tewkesbury) Society Limited

Report of the trustees for the year ended 30 September 2007

The trustees present their report and the financial statements for the year ended 30 September 2007. The trustees, who are also directors for the purposes of company law and who served during the year and up to the date of this report are set out on page 1.

Structure, governance and management

The Memorandum and Articles of Association of The Abbeyfield Tewkesbury Society Limited were incorporated on the 30th October 1967. These documents define the constitution of the company and set out the management procedures and can be obtained by application to the Secretary.

Briefly, an Executive Committee, also referred to as Directors, manages the Society. Members of this committee are elected at an Annual General Meeting and comprise a Chairman, Treasurer and committee members. The quorum for meetings is a minimum of three.

Objectives and activities

The principal activity of the Society is the provision of accommodation, care and companionship for lonely or frail elderly people in accordance with the aims and principles of the Abbeyfield Society Limited. The objects of the Society are more fully explained in the Memorandum of Association, paragraph 3.

Achievements and performance

The year has once again proved to be difficult, this time due to the flooding which affected the house and the surrounding area. The residents and many members of the committee were severely affected by the catastrophe but responded in true Dunkirk fashion. The Executive committee meetings have been well attended, and the ladies of the House committee have continued to perform sterling work in support of the residents.

Financial review

The financial results for the year ended 30th September 2007 are as set out in the Statement of Financial Activities. The position at the end of the year is shown in the Balance Sheet. Further copies of the approved accounts are available from the Administrator. The Executive Committee considers that the financial position of the Society is satisfactory.

Meetings

The 2007 AGM was held on 27 March 2007 together with an executive meeting. Executive Committee meetings were also held on 19 June, 1 August, 9 October, 4 December and 12 February. The Chairman and Administrator both attended the Wessex region annual conference at Salisbury on 26 November. The Chairman and Administrator also attended several meetings of ANGGOS at Gloucester.

Personnel

Our Administrator, Mr Tony Aldridge submitted his resignation during the year and a recruitment campaign began to find his replacement. The recruitment panel was approved by ANGGOS and consisted of Mr J Gilder, Chairman of Tewkesbury Society, Mr P Purcell, Chairman of Nailsworth society and Mr A Aldridge, ANGGOS Administrator. Mrs Heather Boulton was selected as the new administrator and commenced work on 11 December 2007. Mrs Flo Laker, a long serving relief housekeeper retired in June, and a small party was given for her, which was well attended.

We were pleased to welcome two new members of the Executive committee at the December meeting, Mrs D Warren and Mr J Eacott. They both have excellent experience and expertise, which should prove to be of great value.

Residents

Mrs Irene Davis was displaced from her house due to the floods, and we were able to accommodate her in room 1. Mrs Lucy Paine left in October to move to another Abbeyfield Society in North Wales, which was nearer to her relatives. We were pleased to welcome Mr Harry Bailey in February who moved here to be closer to his family. We have been lucky to have almost full occupancy for most of the year. The majority of residents are active and receive close support from their families, but one elderly resident is frail and managing with paid support.

The Abbeyfield (Tewkesbury) Society Limited

Report of the trustees for the year ended 30 September 2007

Flooding

The whole of the town was affected by the severe flooding of 20 July. As the Chairman was marooned, he phoned 999 to ask the emergency services to visit the house, and Mrs Chatham was able to assist them with the evacuation of the residents. The residents were evacuated by the boat to the Council Offices initially. Mrs Chatham accommodated three of the residents overnight and the others were accommodated by their relatives. Frank Jarvis was later accommodated at Cheltenham Abbeyfield, and Phyllis Adams and Lucy Paine went to Cirencester Abbeyfield. It was fortunate that none of our residents suffered injury during the evacuation.

We are indebted to Mr Richard Chatham for pumping out the cellar on several occasions, and liaising with the electrical engineer. The clearing of the cellar and freezers was an unpleasant task, and again we are indebted to Mr & Mrs Chatham for their hard work and kindness. Unfortunately most members of the committee were occupied with their own problems caused by the flooding.

Luckily we were covered by insurance, and the Insurance Company was very helpful and generous with our claim.

Maintenance

Apart from the major damage in the cellar there have continued to be small maintenance tasks throughout the year, which are a drain on our finances. The improvements recommended by the Fire Officer were finally completed in February by the fitting of a special handle to the outside door to the flat occupied by Mrs V Hunt.

We are grateful to Andrew Crowther for volunteering to carry out small maintenance tasks around the house. The residents seem to be very pleased with his efforts.

Replacements of electrical services in the cellar and repairs to the new boiler caused by flooding were luckily covered by insurance.

A visit by an environmental health officer resulted in a number of recommendations for improvements in the kitchen. A recommendation for the fitting of fly screens to the kitchen is still outstanding. The windows in the front elevation of the house are in poor condition and several cannot be opened safely. We have received one estimate from Mr Boniface indicating that it will cost £15,000 to replace them. Heather Boulton is pursuing several avenues for possible grants towards the cost.

Health & Safety

The Fire Officer's recommendations of January 2007 have largely been incorporated. The only exception is in Mrs Hunt's flat, where it is difficult to relocate items on the landing. The risk assessments were updated, and Mr J Eacott and Mr J Gilder met recently to review them again and change the written format.

There seem to be varying views regarding evacuation of residents in case of fire. We have decided on evacuation as far as possible due to the age of the building. Fire drills have been carried out and recorded, and the fire alarm systems are regularly tested and recorded. All fire equipment is regularly serviced by Cleeve Fire Services.

It is considered that the standard of H & S in the house is good.

Security

An attempt was made to break into the conservatory early one morning but the attempt failed. As a result, staff have been warned not to take 'have a go' action, but to call the police immediately.

Social

The House committee and Tony Aldridge have been very active in providing several entertainments for the residents. Anthea Gray has obtained concessionary tickets for visits to the Roses Theatre on several occasions. Unfortunately some summer events had to be cancelled due to the floods. A Christmas lunch was held at Twigworth Lodge on 12 December, and a trip to Deerhurst church on 15 December. Mr & Mrs Chatham entertained us to a delightful tea party at Sherdons Golf Club on 19 December. Some of the residents visited the Roses to see the pantomime on 1 January. The Rotary Club invited residents to a seniors tea party on 23 February. There was a Roses theatre visit on 11 March. Several invitations have been received for future outings.

The Abbeyfield (Tewkesbury) Society Limited

Report of the trustees for the year ended 30 September 2007

Finance

The finances are fully covered in the official accounts and report

The housekeeping allowance was increased to £850 in January to cover increased domestic costs. Staff wages were also reviewed and increased in July 2007. We are extremely grateful for a grant from the Baron Davenport charity, which helped to cover the cost of our new boiler in the cellar. Without the help of charitable donations it would be very difficult for us to continue.

ANGGOS

This year we are no longer strictly ANGGOS (North Gloucestershire Group of Societies) as we have been joined by CHIPPING SODBURY and CIRENCESTER. Tony Aldridge is nearing retirement and it has been proposed and accepted that a new administrator should be appointed to understudy Tony, and eventually take over the wider role. Administrative meetings were held in April, July and October. Due to the distances involved, the last meeting was held at Abbeyfield Gloucester, which is an Abbeyfield UK house and centrally situated. As this will definitely be my last year as Chairman at Tewkesbury, I would like another committee member to accompany me to future meetings in order to maintain continuity. The ANGGOS meetings were very useful for information sharing.

General

As usual we congratulate all of the volunteers and staff who give so generously of their time and expertise. Mrs Lesley Chatham in particular has worked very hard in dealing with some very difficult and time consuming matters.

A volunteer is required to take over as Chairman in April 2008, and the executive and house committees would both benefit from the addition of new members. Efforts by Nick Coleman (ex-chairman) to find volunteers from Rotary were unfortunately unsuccessful.

On a positive note, we look forward to a year with full residency, favourable consideration for one of our charitable requests, and the addition of more volunteers with, hopefully, no outlay on maintenance.

Statement of trustees' responsibilities

The trustees are responsible for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing these financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

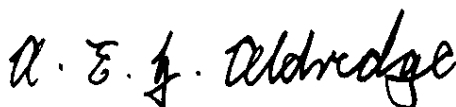
Auditors

In accordance with section 388A of the Companies Act 1985, the company meets the total exemption conditions in respect of the financial year and is exempt from the requirement to appoint auditors.

Small company exemptions

This report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

On behalf of the board



Mr T Aldridge

Secretary

Date:

15/5/08

The Abbeyfield (Tewkesbury) Society Limited

Statement of financial activities

For the year ended 30 September 2007

| | Notes | Unrestricted funds £ | Restricted funds £ | 2007 Total £ | 2006 Total £ |
|---|-------|----------------------------|--------------------------|--------------------|--------------------|
| Incoming resources | | | | | |
| Incoming resources from generating funds | | | | | |
| Voluntary income | 2 | 6,510 | 677 | 7,187 | 1,721 |
| Investment income | 3 | 697 | - | 697 | 498 |
| Incoming resources from charitable activities | 4 | 60,580 | - | 60,580 | 63,637 |
| Total incoming resources | | <u>67,787</u> | <u>677</u> | <u>68,464</u> | <u>65,856</u> |
| Resources expended | | | | | |
| Charitable activities | 5 | 68,007 | 4,257 | 72,264 | 64,404 |
| Governance costs | 5 | 1,067 | - | 1,067 | 855 |
| Other resources expended | 6 | 1,444 | (165) | 1,279 | - |
| Total resources expended | | <u>70,518</u> | <u>4,092</u> | <u>74,610</u> | <u>65,259</u> |
| Net (outgoing)/incoming resources for the year | | (2,731) | (3,415) | (6,146) | 597 |
| Total funds brought forward | | <u>27,825</u> | <u>44,441</u> | <u>72,266</u> | <u>71,072</u> |
| Total funds carried forward | 16,17 | <u>25,094</u> | <u>41,026</u> | <u>66,120</u> | <u>71,669</u> |

The statement of financial activities includes all gains and losses in the year

All of the above resources relate to continuing activities

The notes on pages 8 to 14 form an integral part of these financial statements

The Abbeyfield (Tewkesbury) Society Limited

Balance sheet as at 30 September 2007

| | Notes | £ | 2007 £ | £ | 2006 £ |
|--|-------|---------------|---------------|---------------|---------------|
| Fixed assets | | | | | |
| Tangible assets | 10 | | 92,637 | | 92,470 |
| Current assets | | | | | |
| Debtors | 11 | 2,061 | | 4,882 | |
| Cash at bank and in hand | | 14,226 | | 22,669 | |
| | | <u>16,287</u> | | <u>27,551</u> | |
| Creditors: amounts falling due within one year | 12 | (5,583) | | (7,034) | |
| Net current assets | | | <u>10,704</u> | | <u>20,517</u> |
| Total assets less current liabilities | | | 103,341 | | 112,987 |
| Creditors: amounts falling due after more than one year | 13 | | (9,474) | | (12,297) |
| Accruals and deferred income | 14 | | (27,747) | | (28,424) |
| Net assets | 15 | | <u>66,120</u> | | <u>72,266</u> |
| Restricted funds | 17 | | 41,026 | | 44,441 |
| Unrestricted funds | 16 | | 25,094 | | 27,825 |
| Total funds | | | <u>66,120</u> | | <u>72,266</u> |

The trustees statements required by Section 249B(4) are shown on the following page which forms part of this Balance Sheet

The notes on pages 8 to 14 form an integral part of these financial statements

The Abbeyfield (Tewkesbury) Society Limited

Balance sheet (continued)

Trustees' statements required by Section 249B(4) for the year ended 30 September 2007

In approving these financial statements as trustees of the company we hereby confirm

(a) that for the year stated above the company was entitled to the exemption conferred by Section 249A(1) of the Companies Act 1985 ,

(b) that no notice has been deposited at the registered office of the company pursuant to Section 249B(2) requesting that an audit be conducted for the year ended 30 September 2007 and

(c) that we acknowledge our responsibilities for

(1) ensuring that the company keeps accounting records which comply with Section 221, and

(2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of Section 226 and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company

These financial statements are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies

The financial statements were approved by the trustees on 15/04/2008 and signed on their behalf by

Mr J Gilder
Trustee



The notes on pages 8 to 14 form an integral part of these financial statements.

The Abbeyfield (Tewkesbury) Society Limited

Notes to financial statements for the year ended 30 September 2007

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

1.1. Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities: Statement of Recommended Practice' issued in March 2005 (SORP 2005) and the Companies Act 1985.

1.2. Cashflow

The charity has taken advantage of the exemption in FRS1 from the requirement to produce a cashflow statement because it is a small company.

1.3. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Residential charges are recognised when the charge is due.

Income from investments is included in the year in which it is receivable.

1.4. Resources expended

Expenditure is recognised on an accruals basis as a liability as incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

1.5. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost (residual value of each asset (excluding freehold land)) over its expected useful life, as follows:

| | | |
|----------------------------------|---|----------------------|
| Freehold land and buildings | - | 2% straight line |
| Property improvements | - | 2% straight line |
| Fixtures, fittings and equipment | - | 10% reducing balance |

The Abbeyfield (Tewkesbury) Society Limited

Notes to financial statements for the year ended 30 September 2007

2. Voluntary income

| | Unrestricted funds £ | Restricted funds £ | 2007 Total £ | 2006 Total £ |
|-------------------|-------------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| Donations | 6,510 | - | 6,510 | 1,044 |
| Grants receivable | - | 677 | 677 | 677 |
| | <u>6,510</u> | <u>677</u> | <u>7,187</u> | <u>1,721</u> |

3. Investment income

| | 2007 Total £ | 2006 Total £ |
|--------------------------|-----------------------------|-----------------------------|
| Bank interest receivable | 697 | 498 |
| | <u>697</u> | <u>498</u> |

4. Incoming resources from charitable activities

| | 2007 Total £ | 2006 Total £ |
|---------------|-----------------------------|-----------------------------|
| Rental income | 60,580 | 63,637 |
| | <u>60,580</u> | <u>63,637</u> |

The Abbeyfield (Tewkesbury) Society Limited

Notes to financial statements for the year ended 30 September 2007

5. Total resources expended

| | Basis of allocation | Charitable activities - Housing £ | Governance £ | 2007 Total £ | 2006 Total £ |
|---|---------------------|---|-----------------|--------------------|--------------------|
| Costs directly allocated to activities | | | | | |
| Wages & Salaries | Direct | 23,886 | - | 23,886 | 22,413 |
| Rent and rates | Direct | 10,075 | - | 10,075 | 9,697 |
| Light & heat | Direct | 5,704 | - | 5,704 | 4,929 |
| Repairs and maintenance | Direct | 9,760 | - | 9,760 | 4,761 |
| Insurance | Direct | 1,160 | - | 1,160 | 887 |
| Food and other household costs | Direct | 10,381 | - | 10,381 | 8,429 |
| Support costs allocated to activities | | | | | |
| Travel costs | Usage | 635 | - | 635 | 1,603 |
| Telephone | Usage | 919 | - | 919 | 890 |
| Other costs | Usage | 2,421 | - | 2,421 | 2,795 |
| Interest | Usage | 652 | - | 652 | 895 |
| Professional fees | Usage | 2,117 | - | 2,117 | 2,734 |
| Accountancy fees | Usage | - | 1,067 | 1,067 | 855 |
| Depreciation | Usage | 4,554 | - | 4,554 | 4,371 |
| | | <u>72,264</u> | <u>1,067</u> | <u>73,331</u> | <u>65,259</u> |

6. Other resources expended

| | Unrestricted funds £ | Restricted funds £ | 2007 Total £ | 2006 Total £ |
|---|-------------------------|-----------------------|--------------------|--------------------|
| Loss on disposal of tangible fixed assets | 1,444 | (165) | 1,279 | - |
| | <u>1,444</u> | <u>(165)</u> | <u>1,279</u> | <u>-</u> |

7. Net (outgoing)/incoming resources for the year

| | 2007 £ | 2006 £ |
|--|--------------|--------------|
| Directors remuneration | - | - |
| Depreciation and other amounts written off tangible fixed assets | <u>4,554</u> | <u>4,371</u> |

The Abbeyfield (Tewkesbury) Society Limited

Notes to financial statements for the year ended 30 September 2007

8. Employees

| Employment costs | 2007 £ | 2006 £ |
|--------------------|---------------|---------------|
| Wages and salaries | <u>23,886</u> | <u>22,413</u> |

No employee received emoluments of more than £60,000 (2006 None)

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full time equivalents, was as follows

| | 2007 Number | 2006 Number |
|---------|----------------|----------------|
| General | <u>2</u> | <u>2</u> |

9. Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in the charity.

10. Tangible fixed assets

| | Freehold land and buildings £ | Property improvements £ | Fixtures, fittings and equipment £ | Total £ |
|------------------------|--|-------------------------------|---|----------------|
| Cost | | | | |
| At 1 October 2006 | 64,437 | 10,314 | 57,804 | 132,555 |
| Additions | - | - | 6,350 | 6,350 |
| Disposals | - | - | (9,582) | (9,582) |
| At 30 September 2007 | <u>64,437</u> | <u>10,314</u> | <u>54,572</u> | <u>129,323</u> |
| Depreciation | | | | |
| At 1 October 2006 | 6,920 | 1,236 | 31,929 | 40,085 |
| Charge for the year | 1,289 | 206 | 3,059 | 4,554 |
| On disposals | - | - | (7,953) | (7,953) |
| At 30 September 2007 | <u>8,209</u> | <u>1,442</u> | <u>27,035</u> | <u>36,686</u> |
| Net book values | | | | |
| At 30 September 2007 | <u>56,228</u> | <u>8,872</u> | <u>27,537</u> | <u>92,637</u> |
| At 30 September 2006 | <u>57,517</u> | <u>9,078</u> | <u>25,875</u> | <u>92,470</u> |

The Abbeyfield (Tewkesbury) Society Limited

Notes to financial statements for the year ended 30 September 2007

11. Debtors

| | 2007 | 2006 |
|--------------------------------|--------------|--------------|
| | £ | £ |
| Trade debtors | - | 880 |
| Other debtors | 1,405 | 3,777 |
| Prepayments and accrued income | 656 | 225 |
| | <u>2,061</u> | <u>4,882</u> |

12. Creditors: amounts falling due within one year

| | 2007 | 2006 |
|---------------------------------|--------------|--------------|
| | £ | £ |
| Loan | 2,713 | 1,938 |
| Other taxes and social security | 461 | 1,091 |
| Other creditors | - | 1,695 |
| Accruals and deferred income | 2,409 | 2,310 |
| | <u>5,583</u> | <u>7,034</u> |

13. Creditors: amounts falling due after more than one year

| | 2007 | 2006 |
|------|--------------|---------------|
| | £ | £ |
| Loan | <u>9,474</u> | <u>12,297</u> |

14. Accruals and deferred income

| | 2007 | 2006 |
|--------------------------|---------------|---------------|
| | £ | £ |
| Government grants | | |
| At 1 October 2006 | 28,424 | 29,101 |
| Released in year | (677) | (677) |
| At 30 September 2007 | <u>27,747</u> | <u>28,424</u> |

The Abbeyfield (Tewkesbury) Society Limited

Notes to financial statements for the year ended 30 September 2007

15. Analysis of net assets between funds

| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
|--|----------------------------|--------------------------|---------------------|
| Fund balances at 30 September 2007 as represented by | | | |
| Tangible fixed assets | 15,575 | 77,062 | 92,637 |
| Current assets | 11,712 | 4,575 | 16,287 |
| Current liabilities | (2,193) | (3,390) | (5,583) |
| Long-term liabilities | - | (37,221) | (37,221) |
| | <u>25,094</u> | <u>41,026</u> | <u>66,120</u> |

16. Unrestricted funds

| | At 1 October 2006 £ | Incoming resources £ | Outgoing resources £ | At 30 September 2007 £ |
|-------------------|------------------------------|----------------------------|----------------------------|---------------------------------|
| Unrestricted Fund | <u>27,825</u> | <u>67,787</u> | <u>(70,518)</u> | <u>25,094</u> |

17. Restricted funds

| | At 1 October 2006 £ | Incoming resources £ | Outgoing resources £ | At 30 September 2007 £ |
|-----------------|------------------------------|----------------------------|----------------------------|---------------------------------|
| Restricted Fund | <u>44,441</u> | <u>677</u> | <u>(4,092)</u> | <u>41,026</u> |

Purpose of restricted fund

The restricted fund is a property improvement fund established in 2000 to provide for the improving and modernisation of the housing facilities

18. Capital commitments

The company had no capital commitments at 30 September 2007 or 30 September 2006

19. Contingent liabilities

There were no contingent liabilities at 30 September 2007 or 30 September 2006

The Abbeyfield (Tewkesbury) Society Limited

**Notes to financial statements
for the year ended 30 September 2007**

20. Company limited by guarantee

The Abbeyfield (Tewkesbury) Society Limited is a company limited by guarantee and accordingly does not have a share capital

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member